

**Job Description**

**Job title:** Executive Assistant

**Funded By:** Core funds

**Responsible to:** Chief Executive Officer

**Responsible for:** n/a

**Location:** Easton Community Centre, Kilburn St, Bristol, BS5 6AW

**Purpose of job:** Support the CEO, Head of Operations and Office Manager to achieve organizational goals.

**Background**

Brigstowe’s vision is a world in which people living with HIV and other long term health conditions live long, healthy lives, free from stigma, prejudice, poverty and discrimination. We are a small but dynamic organisation with a strong emphasis on service user involvement.

**Key tasks and responsibilities:**

**1. Administration**

* 1. Support the CEO, Head of Operations and Office Manager as directed to relieve them of administrative or other suitable work; ensure that organisational goals and objectives are accomplished and operations run efficiently.
	2. Plan and organise work to ensure the managers priorities are met
	3. Organise, implement and maintain appropriate administrative procedures and systems to meet the needs of the organisation.
	4. Lead and/or support development and implementation of processes and procedures to support a culture of continuous improvement and efficiency
	5. Involvement in (this may be leading, coordinating or contributing to) service or organisational development initiatives
	6. To assist with planning, organising and preparation of key organisational activities, events and meetings as required.
	7. Assist with the administration and organisation of fundraising activities including communicating with individual & corporate donors, organising fundraising activities and recruiting & supporting those raising funds for Brigstowe e.g. Bristol 10K runners.
	8. Involvement and assistance in the production of reports, marketing, communications and publicity materials, with assistance from our external designer when appropriate.
	9. To assist in keeping systems up to date
	10. Maintain Brigstowe’s policy review timetable and bring relevant policy documents forward for review in line with the schedule
	11. To support IT developments

### 2. General

2.1 Be a good team player and work constructively with colleagues, trustees, volunteers and partners in all aspects of work.

2.2 At all times carry out responsibilities within the framework of Brigstowe’s policies and procedures.

2.3 Participate in regular supervision, staff training and development events and undertake training opportunities in order to carry out the role in the most effective manner.

2.4 Take responsibility for ensuring personal safety and not endangering that of others, in line with statutory and organisational requirements.

2.5 Safeguard at all times confidentiality of information relating to staff, volunteers and service users. Ensure that all personal data is held in accordance with General Data Protection Regulations.

2.6 Promote equity, diversity and inclusion in relation to service users, volunteers, colleagues and partners.

2.7 Encourage involvement of the communities we serve in all opportunities offered by Brigstowe.

2.7 In line with Brigstowe and local authority Adult and Children’s Safeguarding Boards, ensure that service users and volunteers are safeguarded by recognising, responding to and reporting any safeguarding concerns for example abuse or neglect.

2.8 Be prepared to work occasional evenings and weekends as the role requires. This will be to assist with events such as Brigstowe’s AGM, awareness and fundraising activities. This is unlikely to exceed 6 events per year.

2.9 Undertake any other duties that may reasonably fall within the scope of this post.

**Person specification**

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| **Requirements**  | **Essential**  | **Desirable**  | **How Assessed**  |
| **Skills/Abilities**  |   |   |   |
| Excellent interpersonal and customer service skills in dealing with a diverse range of contacts. |  |   | Application, interview  |
| Self-motivation with the ability to work unsupervised, using own judgement and initiative. |  |  | Application, interview  |
| Resourceful with a flexible and solution focused approach to work |  |  | Application, interview  |
| Excellent IT skills with good working knowledge of Microsoft Office (especially Excel). |  |   | Application, Interview  |
| Excellent numeracy, written and verbal communication skills in English. |  |   | Application, interview  |
| Excellent organisational (including prioritization of tasks and time management) and administrative skills. |  |   | Application, interview  |
| Good work rate and level of accuracy. |  |   | Application, interview  |

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| An awareness of the issues that affect people with complex needs  |  |  | Application, interview |
| An understanding of the importance of confidentiality. |  |  | Application, interview |
| **Experience**  |   |   |   |
| Administrative support, including setting up and maintaining office systems. |  |   | Application, interview  |
| Dealing effectively and sensitively with enquiries from people from diverse backgrounds. |   |  | Application, interview  |
| Organising meetings and events |  |   | Application, Interview  |
| **Personal Attributes**  | **Essential**  | **Desirable**  | **How Assessed**  |
| A commitment to working within Brigstowe’s service delivery ethos of respect, empowerment and inclusion.  |  |   | Application, interview  |
| Excellent attention to detail and organisation skills  |  |   | Application, interview  |
| A commitment to identifying problems and finding solutions by reflecting on professional practice with the aim of continuous development.  |  |   | Application, interview  |
| Willingness and ability to carry out all tasks in line with Brigstowe policies and to uphold these at all times. | **** |  | Application, interview |
| Ability and willingness to work at weekends and evenings when required | **** |  | Application, interview  |